

CLASSROOM RULES AND PROCEDURES

I. Entering the Classroom:

1. Please enter the classroom through the doorway at the front of the room near the chalkboards.
2. Before entering the classroom, please make sure that you have **all** the necessary materials and assignments that are required for each day, you will not be allowed to leave the room without a pass once the bell has rung.
3. The door to the classroom will be closed after the bell has rung. If you are late to class, please wait outside until I open the door. If you have a pass, please present it to me upon entering the room. If you are tardy, please fill out a tardy slip at the front of the room and turn it in to me.
4. At the beginning of every class there will be a problem and/or procedure of the day (**PPOD**) written on the board or displayed on the projector. After completing the steps above, begin the activity. Answers should be written in complete sentences and placed in the appropriate section of your notebook.
5. While you are completing the PPOD, please have your assignment ready to be handed in with name and date in the upper right hand side of the paper.
6. I will signal that class is ready to begin by saying, **"Let us begin please."** When you hear that phrase please stand for opening prayer.
7. After class has begun, discussion of the PPOD will follow. The PPOD will be part of your daily work grade. Be prepared to discuss your best answer and describe the steps taken to arrive at your conclusion. "I don't know," is an unacceptable answer and will result in no credit for the day. Try the best you can, you do not need to be correct, but you do need to demonstrate effort.

II. Getting Teacher Attention:

1. In order to get my attention, simply raise one hand. Keep your hand raised high and steady so that I can see it when I look at you.
2. I will point at you when I see you with your hand raised so you know I will be coming to answer your question.
3. After I have pointed to you, you may lower your hand.

III. Getting Student Attention:

1. In order to gain your attention during a group activity or discussion, I will simply flick the lights on and off.
2. At that time all students should be quiet and watch me for instructions.
3. **If I stop the class, it is because I have something important to say and it is necessary that you hear me clearly and understand my directions.** I will not raise my voice or repeat myself, so it is important that you are absolutely silent.

IV. After an Absence:

1. **When you return, YOU are responsible to turn in any materials or assignment due on the day you were gone, including tests, quizzes, etc.**
2. When you return from an absence, enter the room using normal procedures.

3. After you have completed the problem of the day, look at the past week's assignments posted on the left-hand chalkboard, and copy the assignments for the days you missed into your agenda book. For each day you were absent from class, you have **one** day to make up the work you missed.
4. Please obtain class notes from another student in the class.
5. If you are absent from class for one day and miss a test or quiz, please be prepared to make up the missed work on the day you return.
6. See late work procedures.

V. Uniform:

1. All students are to be in uniform before entering the classroom.
2. Please follow the uniform code while in the classroom. This means having your shirts tucked in, skirts at appropriate length, and sleeves unrolled.
3. Marian spirit wear and sweatshirts are only to be worn on Friday. Sweatshirts worn on non-Fridays will be taken by the teacher and returned at the end of the day.

VI. Using the Restroom:

1. Primarily, students should use the restroom during locker breaks and at lunch/recess.
2. If you need to use the restroom during class, remain in your seat, and raise both of your hands at the same time. When I see you, I will know that you don't have a question but have to go to the bathroom instead.
3. I will then point to you. At this time, retrieve the bathroom pass from the front of the room and leave the classroom quietly. You will have approximately five minutes to use the restroom.
4. Return immediately to the room making no additional stops along the way. Re-enter the room quietly, place the pass where you found it, and return to your seat.

VII. Dismissal of Class:

1. Under no circumstance may you leave at the end of class without my permission. **I will tell you when you may leave.**
2. When instructed to do so you may calmly leave the classroom. Ladies will leave the classroom first followed immediately by the gentlemen.
3. Please do not exit through the door at the rear of the classroom.

VIII. Miscellaneous:

1. If there is material on the podium or the lab benches in the back of the room, please do not touch it until instructed to do so.
2. Cell phones are not permitted during 8am-3pm. If you have a phone, it will be taken by me and turned into the office where you can pick it up after school.
3. Should you need a kleenex, please get it from the back of the room during class.
4. The computers in the back of the room are for student use. You may use them with my permission.
5. If you need to sharpen a pencil during class, you may do so at the rear of the classroom.

IX. Classroom Website:

1. You may find information relevant to the class at the following website.
2. <http://www.marianhs.org/olc/teacher.aspx?s=1020>

X. Classroom Rules:

All school rules and consequences are outlined on p.24-55 of the student handbook. These rules and consequences will be enforced in this classroom.

1. Respect your classmates, your teacher, and yourself.
 - Only one person may talk at a time.
 - Absolutely no put downs of other students or teachers.
 - Use appropriate language when talking to your peers and to adults in the classroom or hallway. No cursing or swearing.
 - Do your own work.
2. Be Responsible.
 - Remember that every action, either good or bad, has consequences. Be prepared to accept the consequences of your actions. (Newton's Third Law of motion)
 - Be helpful to others when they ask for assistance.
3. Be Ready
 - Come to class with your books, notebooks, assignments, and other materials every day.
 - Learning will take place on every day that you enter my room. Expect to be challenged.
 - Be prepared to complete a wide variety of activities.

Offense

- 1st
- 2nd
- 3rd
- 4th

Consequences:

I simply ask you to correct the behavior.
You serve a detention with me.
You serve a morning detention. Parents contacted.
Serve two detentions and/or possible Saturday school.

XI. Rewards:

If you abide by the above rules, then you can expect the following consequences.

- A class may be rewarded for good behavior by choosing their own seating chart.
- Mythbusters episodes may be a reward for good conduct.
- Seniors may be awarded final exam exemption based upon academic performance and behavior.
- Individual students may be rewarded for good behavior by choosing to take alternative forms of assignments. Example, a student may complete an optional project/paper instead of taking an exam.
- Students may also earn occasional free homework passes for outstanding behavior.